POSITION ANNOUNCEMENT

POSITION: Junior Accountant
OPEN: Immediately

LOCATION: Washington, DC
CLOSE: Until filled

CONTACT: Accounts Receivable Manager

SALARY: Commensurate with experience

BACKGROUND
UnidosUS, previously known as NCLR (National Council of La Raza), is the nation’s largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY
The Junior Accountant will work closely with the Accounting Coordinator and Accounts Payable Manager to ensure that the day-to-day financial transactions of UnidosUS and Unidos Properties, LLC are properly processed in a timely manner. This position reports to the Accounts Receivable Manager and will be based in Washington, DC. This position is fully in the office due to essential functions.

RESPONSIBILITIES

Accounting
- Learn and grow in knowledge of UnidosUS general ledger and all accounting modules.
- This position will interact closely with the Assistant Controller for the LLC and the Accounts Receivable Manager as well.
- Open and sort the mail for UnidosUS and Unidos Properties LLC.
- Assist with account analysis, research, and any reconciliations as needed.
- Assist with meeting monthly and year-end accounting deadlines.
- Pull documents as requested for annual audits; requires extensive understanding of UnidosUS systems and documents.
- Organize and help maintain retention of all financial files in a timely manner.
- Provide support for all document management.
• Learn and know all document retention policies.
• Store paper documents and ensure proper storage, organization, and retention times. Shred documents after retention times.
• Pull extensive documents for large programmatic audit projects that can stretch back five to seven years and encompass thousands of documents. Organize documents requested for these types of projects.
• Quickly learn SharePoint and all required UnidosUS Microsoft 365 systems for document management. Learn tips and tricks for efficiency.

**Accounts Payable**

• Ensure accurate and timely coding of all invoices for UnidosUS.
• Ensure accurate and timely coding of all invoices for Unidos Properties LLC (the LLC).
• Process and organize accounts payable documents by uploading all payables batches to SharePoint for UnidosUS and Unidos Properties LLC.
• Monitor invoices and payments due and ensure payment in a timely manner.
• Answer monthly reconciliation questions and research questions as needed.
• Maintain all accounts payable files in SharePoint for all vendors and as needed in physical files in the office.
• Review employee travel expense reports for payment as requested.
• Review AMEX corporate card reports for discrepancies as requested.
• Learn GP Dynamics accounting system AP and AR modules.
• Use Accounting system to process all invoices and ensure accurate reporting within the system.
• Maintain up-to-date vendor information in accounting system with A/P vendor files.

**Accounts Receivable**

• Assist Accounts Receivable Manager as requested.
• Record payments received from customers.
• Enter cash receipts for Blackbaud and other big cash allocations.
• Track cash receipts as segregation of duties with the Accounting Coordinator. Ensure cash receipts are visible to components.
• Prepare cash deposits to send to Accounts Receivable Manager for approval.
• Review all back up documents and ensure they are placed in H drive and SharePoint.
• Complete new vendor profiles.
• Complete ad hoc reports/analysis requests as needed.
• Maintain Accounts Receivables files and records in SharePoint.
• Assist Accounts Receivable Manager with responding to information requests.
• Cross train on accounts receivable functions.

**Other Duties as Assigned**

• Cross train for vacations/illnesses and backup, as required.
• As needed, support the Finance team on specific projects and tasks.
QUALIFICATIONS

Education & Experience
- Bachelor’s degree in accounting, business, or finance from an accredited college or university preferred.
- Nonprofit experience preferred.
- Two (2) to four (4) years of relevant experience in a nonprofit environment preferred.
- Advanced proficiency with Microsoft Office Suite, more specifically Office 365.
- Experience with GP/Microsoft Dynamics and Concur preferred.
- Familiarity with Blackbaud or donor software, a plus.

Skills & Abilities
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respect, Accountability).
- Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Be service-oriented, attentive to detail and committed to achieving organizational goals.
- Excellent communication skills, both oral and written.
- Extreme attention to detail and willingness to work in a high-volume environment.
- Bilingual (English/Spanish) skills a plus.

Employment with UnidosUS is contingent upon successful completion of a background screen.

Please note: Only those applicants who submit a cover letter, résumé, and writing sample will be considered for this opportunity.

SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:

UnidosUS
hrmail@unidosus.org
Subject Line: Junior Accountant
Attn: Accounts Receivable Manager

NO PHONE CALLS PLEASE.

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.